

U.S. GOVERNMENT PRINTING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

USDA Brochures

as requisitioned from the U.S. Government Printing Office (GPO) by the

Department of Agriculture

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning March 1, 2009 and ending February 28, 2010, plus up to two (2) optional 12-month extension period(s) that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC, time, on February 27, 2009.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, 36 H Street, NW, Room C-161, STOP: PPSB, Washington, DC 20404-0001. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program Number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 60-mile radius of zero milestone Washington, D.C.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

Abstracts of contract prices are available at <http://winapps.access.gpo.gov/ppd/abstracts/central/default.asp>.

For information of a technical nature, call Denise Johnson at (202) 512-1164 (No collect calls.)

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level II.
- (b) Finishing (item related) Attributes -- Level II.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-8. Halftone Match (Single and Double Impression)	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets
P-10. Process Color Match	O.K. Press Sheets

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

- P-7. Proofs, Electronic Media.
- P-8. Proofs, Electronic Media.
- P-9. Pantone Matching System.
- P-10. O.K. Proofs.

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed three (3) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "EXTENSION OF CONTRACT TERM" clause. See also "ECONOMIC PRICE ADJUSTMENT" for authorized pricing adjustment(s).

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the Economic Price Adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from March 1, 2009 to February 28, 2010, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the Economic Price Adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The Economic Price Adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the Variable Index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending November 30, 2008 called the Base Index. The percentage change (plus or minus) of the Variable Index from the Base Index will be the Economic Price Adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

PREAWARD SURVEY: In order to determine the responsibility of the contractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO Jacket Number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual Print Order for each job placed with the contractor. The Print Order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of Print Orders by the Government. Orders may be issued under the contract from March 1, 2009, through February 28, 2010 plus for such additional period(s) as the contract is extended. All Print Orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any Print Order. A Print Order shall be "issued", for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "ORDERING". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by Print Orders issued in accordance with the "ORDERING" clause of this contract.

GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://www.gpo.gov/printforms/pdf/contractdisputes.pdf>. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of brochures requiring such operations as electronic prepress, printing (including four-color process), binding, packing, and distribution.

TITLE: USDA Brochures.

FREQUENCY OF ORDERS: Approximately 30 orders per year. Multiple orders may be placed in a single day.

QUANTITY: Approximately 1,000 to 50,000 copies per order. Occasionally an order will be placed for up to 200,000 copies.

NUMBER OF PAGES: Face and back.

TRIM SIZES:

Flat Sizes: 12 x 9"; 16 x 9".
Folded Size: 4 x 9".

Flat Sizes: 11-1/4 x 8-1/2", 15 x 8-1/2"
Folded Size: 3-3/4 x 8-1/2"

GOVERNMENT TO FURNISH:

Electronic media will be furnished as follows –

Platform: Macintosh OSX 10.4.7.

Storage Media: CD.

Files will be furnished in both PostScript and native application format.

Software: Adobe Creative Suite CS2 (Illustrator, PhotoShop and InDesign); QuarkXPress 6.5 and 7.0.

All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor.

Fonts: All printer and screen fonts will be furnished.

The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional Information:

- All illustrations are scanned into electronic files.
- A visual of all pages showing color breaks will be furnished.
- The color identification system used is CMYK.
- GPO Form 952 (Desktop Publishing - Disk Information) will be furnished.

Distribution list to be furnished in both hard copy and on a CD (files will be furnished in Microsoft Word).

A supply of blue labels and selection certificates for shipping Departmental Random copies.

One reproduction proof, Form 905 (R. 6/03), with labeling and marking specifications.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under “GOVERNMENT TO FURNISH,” necessary to produce the product(s) in accordance with these specifications.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contact listed on the Print Order or GPO Form 952.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

All halftones are to be at 175-line screen or finer.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each order, the contractor must furnish final production native application files (Digital Deliverables) with the furnished material. The Digital Deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as Digital Deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

PROOFS:

Two (2) sets of digital color content proofs. At contractor’s option, a film-based composite blueline may be submitted provided direct to plate is used to produce the final product. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product.

One (1) set of digital one-piece composite laminated color proofs on the actual production stock (Kodak Approval, Screen TrueRite, DuPont Thermal Waterproof, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 dpi. At contractor’s option, a film-based composite laminated color proof on the actual production stock may be submitted provided direct to plate is used to produce the final product. The make and model number of the proofing system utilized shall be furnished with the proofs.

These proofs must have all elements in press configuration and must indicate margins. Proofs will be used for color match on press (for 4-color process) and must show dot structure. Inkjet, photographic, and overlay proofs are not acceptable. The proofs must contain color control bars for each color of ink on the sheet. Control bars must be placed parallel to the press’s ink rollers. The control bars (such as Brunner, GATF, GRETAG, or RIT) must show areas consisting of minimum 3/16 x 3/16” solid color patches; tint patches of 25, 50, and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

Pantone colors may be substituted with a similar color but may not be built out of the four process colors. Contractor to submit ink draw downs on actual production stock of Pantone colors used in job.

If any contractor’s errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to receipt of an “O.K. to Print.”

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated February 2008.

White Litho (Gloss) Coated Book, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A180.

White No. 2 Coated Text, Gloss-Finish, basis weight: 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A182.

White No. 1 Coated Text, Dull-Finish, basis weight: 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A261.

White Litho (Gloss) Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L10.

White Dull Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L60.

PRINTING: Print face and back in black ink only; a single ink color other than black; black plus up to two (2) Pantone colors; or, four-color process. Face and back have full ink coverage. Face and back may contain screens and type reversing out to white. Flood coat varnish face and back as indicated on Print Order.

Match Pantone number as indicated on the Print Order.

Brochures printing in four-color process must be printed on a press capable of printing four (4) colors in a single pass through the press (minimum four (4) printing units).

PRESS SHEET INSPECTION: Final makeready press sheets may be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a Press Sheet Inspection is required, it will be specified on the individual Print Order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued August 2002. NOTE: A Press Sheet Inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as, BRUNNER, GATF, GRETAG, or RIT) must show areas consisting of 3/16 x 3/16" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

MARGINS: Margins will be as indicated on the Print Order or furnished copy. Front and back may bleed on one (1) to four (4) sides.

BINDING:

NOTE: For orders printing on cover stock, score on all folds.

Fold from 12 x 9" to 4 x 9" with wraparound fold, title out.

Fold from 16 x 9" to 4 x 9" with double parallel fold or barrel fold, title out.

Fold from 11-1/4 x 8-1/2" to 3-3/4 x 8-1/2", with wraparound fold, title out.

Fold from 15 x 8-1/2" to 3-3/4 x 8-1/2", with double parallel fold or barrel fold, title out.

Gatefold from 16 x 9" to 8 x 9" and fold from 8 x 9" to 4 x 9", title out.

PACKING: Shrink-film wrap in quantities as specified on the Print Order.

Bulk Shipments -- Pack in shipping containers not to exceed 45 pounds when fully packed.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during shipping.

Mailed Shipments -- Quantities up to 12 pounds, must be inserted into kraft envelopes, cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 pounds).

Quantities over 12 pounds, up to 24 pounds, must be wrapped in shipping bundles or packed in small shipping containers (maximum gross weight 27 pounds).

Quantities over 24 pounds, up to 36 pounds, must be packed in shipping containers (maximum gross weight 40 pounds).

LABELING AND MARKING:

Bulk Shipments -- Reproduce shipping container label from furnished repro, fill in appropriate blanks, and attach to shipping containers.

Mailed Shipments -- Create and affix a recipient address label to each unit of mail packaged in kraft envelopes, cushioned shipping bags, shipping bundles, and containers.

At contractor's option, addresses may be imaged directly onto the kraft envelopes, cushioned shipping bags, shipping bundles, and containers.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Books</u>		<u>Forms</u>	
<u>Quantity Ordered</u>	<u>Number of Sublots</u>	<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50	12,000 - 35,000	125
3,201 - 10,000	80	35,001 and over	200
10,001 - 35,000	125		
35,001 and over	200		

These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to the address receiving the largest quantity.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished Certificate of Selection must be included.

A copy of the Government-furnished certificate must accompany the voucher sent to the U.S. Government Printing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The Print Order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to

execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the Print Order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket, and Print Order numbers must be furnished with billing as evidence of mailing.

DISTRIBUTION:

- Deliver f.o.b. destination approximately 50% of all copies ordered to one address in Washington, DC.
- Ship/mail f.o.b. contractor's city the balance to addresses nationwide.

Complete addresses and quantities will be furnished with each Print Order.

All mailing shall be made at the First Class rate.

The contractor is cautioned that the "Postage and Fees Paid" indicia may be used only for the purpose of mailing material produced under this contract.

Orders which result in mailings of less than 200 pieces or less than 50 pounds will require the contractor to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service Certificate of Mailing with the voucher for billing.

A single shipment or several shipments totaling 120 pounds or less scheduled for shipment on the same day to a single destination are to be sent by reimbursable parcel post or small parcel carrier, whichever method is most economical to the Government unless otherwise instructed.

If using small package carrier, shipments must be made by traceable means with inside delivery to room number(s) specified. A signed receipt is required. Contractor will be reimbursed for shipping charges by submitting all shipping receipts with the voucher for billing.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 2-91), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail", as applicable.

Upon completion of each order, all furnished materials must be delivered to the USDA, Room 501-A, 14th and Independence Avenue, SW, Washington, DC 20250.

All expenses incidental to returning materials, submitting proofs and furnishing sample copies must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual Print Order (GPO Form 2511).

Furnished material and proofs must be picked up from and delivered to the USDA, Room 501-A, 14th and Independence Avenue, SW, Washington, DC 20250.

Furnished electronic media must be returned with proofs.

No definite schedule for pickup of material can be predetermined.

The following schedule begins the workday after notification of the availability of Print Order and furnished material; the workday after notification will be the first workday of the schedule.

The contractor must submit proofs (or have proofs ready for review) within two (2) workdays of notification of availability of Print Order and furnished material.

Proofs will be withheld no more than three (3) workdays from their receipt at the Department until they are made available for pickup. (Note: The first workday after receipt of proofs at the Department is day one (1) of the hold time.)

On approximately 90% of all orders, the contractor must complete production and distribution within five (5) workdays of receipt of "O.K. to print" on proofs.

On approximately 10% of all orders, the contractor must complete production and distribution within three (3) workdays of receipt of "O.K. to print" on proofs.

NOTE: For orders requiring production and distribution within three (3) workdays, proofs will be viewed at the contractor's plant.

The contractor must notify the U.S. GPO of the date and time the Press Sheet Inspection can be performed. In order for proper arrangements to be made, notification must be given at least 24 hours prior to the inspection. Notify the U.S. Government Printing Office, at (202) 512-1162. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., prevailing Eastern Time, Monday through Friday. NOTE: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

The ship/deliver date indicated on the Print Order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified and the date products ordered shipping/mailing f.o.b. contractor's city must be delivered to the USPS.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or 0517; callers outside the Washington, DC area may call toll free 1-800-424-9470 or 9471.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one (1) year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the "SCHEDULE OF PRICES".

	(1)	(2)
I.		
1. (a)	1	4
(b)	1	4
(c)	8	33
(d)	2	24
2. (a)	1	200
(b)	1	200
(c)	15	117
(d)	8	60
3. (a)	1	13
(b)	1	13
(c)	4	52
(d)	1	13
II.		
1. (a)	6	
(b)	4	
(c)	6	
(d)	2	
(e)	19	
2. (a)	299	
(b)	3	
(c)	8	
(d)	8	
(e)	65	
III. (a)	1,588	
(b)	86	
IV. (1)	424	
(2)(a)	50	
(b)	10	
(c)	13	

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SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city for all shipping/mailing and f.o.b. destination for all other shipments.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the DETERMINATION OF AWARD) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All invoices submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 1,000 will be prorated at the per-1,000 rate.

Cost of all required paper must be charged under Item II.

I. PRINTING AND BINDING: Prices offered shall include the cost of all required materials and operations (including proofs) necessary for the printing and binding of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
1. BROCHURES flat size (11-1/4 x 8-1/2" to 12 x 9") --		
(a) Printing in a single ink color, including folding.....per brochure	\$.....	\$.....
(b) Printing in a color in addition to the first single ink color press run charged for under line item I.1(a)..... per color/per brochure	\$.....	\$.....
(c) Printing in four-color process, including folding.....per brochure	\$.....	\$.....
(d) Flood coat varnish face and back.....per brochure	\$.....	\$.....

(Initials)

2. BROCHURES (flat size 15 x 8-1/2" to 16 x 9" with double parallel fold or barrel fold) --

- (a) Printing in a single ink color,
including foldingper brochure\$_____ \$_____
- (b) Printing in a color in addition to the
first single ink color press run charged
for under line item I.2.(a)..... per color/per brochure\$_____ \$_____
- (c) Printing in four-color process,
including foldingper brochure\$_____ \$_____
- (d) Flood coat varnish face and back.....per brochure\$_____ \$_____

3. GATEFOLD (from 16 x 9" down to 8 x 9" and fold from 8 x 9" down to 4 x 9", title out) --

- (a) Printing in a single ink color,
including gatefoldingper brochure\$_____ \$_____
- (b) Printing in a color in addition to the
first single ink color press run charged
for under line item I.3.(a).....per color/per brochure ..\$_____ \$_____
- (c) Printing in four-color process,
including gatefoldingper brochure.....\$_____ \$_____
- (d) Flood coat varnish face and back.....per brochure\$_____ \$_____

II. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual Print Orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following:
Brochures - Each trim/page-size leaf.

Per 1,000 Leaves

1. BROCHURES (11-1/2 x 8-1/2" to 12 x 9") --

- (a) White Litho (Gloss) Coated Book (70-lb.)\$_____
- (b) White No. 2 Coated Text, Gloss-Finish (80-lb.).....\$_____
- (c) White No. 1 Coated Text, Dull-Finish (80-lb.).....\$_____
- (d) White Litho (Gloss) Coated Cover (80-lb.)\$_____
- (e) White Dull Coated Cover (80-lb.)\$_____

(Initials)

Per 1,000 Leaves

2. BROCHURES (15 x 8-1/2" to 16 x 9") --

- (a) White Litho (Gloss) Coated Book (70-lb.)\$_____
- (b) White No. 2 Coated Text, Gloss-Finish (80-lb.).....\$_____
- (c) White No. 1 Coated Text, Dull-Finish (80-lb.).....\$_____
- (d) White Litho (Gloss) Coated Cover (80-lb.)\$_____
- (e) White Dull Coated Cover (80-lb.)\$_____

III. ADDITIONAL OPERATIONS:

- (a) Shrink-film wrapping per package\$_____
- (b) Scoring on folds..... per 1,000 leaves\$_____

IV. PACKING AND DISTRIBUTION: Prices offered must be all-inclusive, as applicable, and must include the cost of all necessary kraft envelopes, shipping bags, shipping bundles and shipping containers; all necessary wrapping and packing materials; labeling or marking; addressing kraft envelopes, bags, bundles or containers; and complete distribution, in accordance with these specifications.

1. Bulk Shipments –

Packing and sealing shipping containers..... per container\$_____

2. Mailed Shipments –

- (a) Single or multiple copies up to 12 pounds, in kraft envelopes, cushioned shipping bags, or wrapped in shipping bundles (maximum gross weight 14 pounds)..... per kraft envelope, bag or bundle\$_____
- (b) Quantities over 12 pounds, up to 24 pounds, wrapped in shipping bundles or packed in shipping containers, at contractor's option (maximum gross weight 27 pounds)..... per bundle or container\$_____
- (c) Quantities over 24 pounds, up to 36 pounds, packed in shipping containers (maximum gross weight 40 pounds)..... per container\$_____

(Initials)

LOCATION OF POST OFFICE: All mailing will be made from the _____

Post Office located at Street Address _____,

City _____, State _____, Zip Code _____.

My production facilities are located within the assumed area of production yes _____ no _____

NOTICE: Bidders OUTSIDE the assumed production area specified on Page 1 of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government-furnished Material _____

a. Number of hours from acceptance of Print Order
to pickup of Government Furnished Material _____

b. Number of hours from pickup of Government-
Furnished Material to delivery at contractor's plant _____

2. Proposed carrier(s) for delivery of completed product _____

a. Number of hours from notification to carrier
to pickup of completed product _____

b. Number of hours from pickup of completed
product to delivery at destination _____

INSTRUCTIONS FOR BID SUBMISSION: Fill out "SECTION 4. – SCHEDULE OF PRICES," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "SCHEDULE OF PRICES" with two copies of the GPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "SCHEDULE OF PRICES" will prevail.

Bidder _____

(City - State)

By _____

(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

(Fax Number)